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Chapter

4

Data Dictionary - eFORMS



EFORMS

An electronic form (eForm) is a grouping/collection of various questions and related Common and Unique Data Elements (CDEs and UDEs) used to gather information for a study. An electronic form is analogous to a case report form (CRF) (electronic or paper) where data elements are linked together for collection and display.

4.1.1 eForm Standardization (Standard vs. Non- Standard)

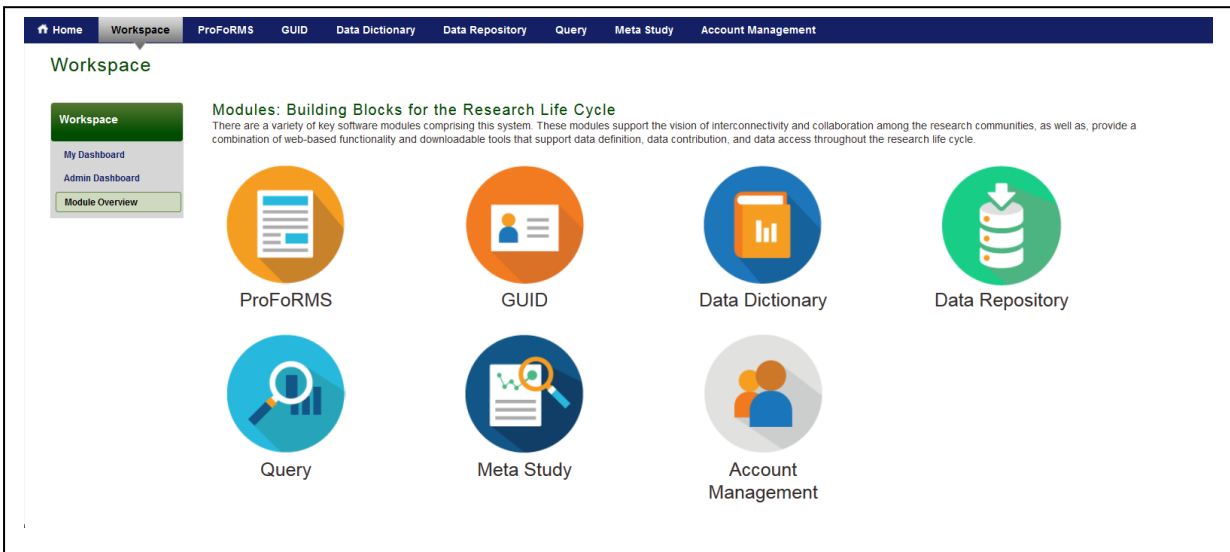
Below are the eForm Standardizations found in BRICS:

- ❖ Standard eForms are available for users with Dictionary eForm privilege.
- ❖ Non-standard eForms will be available only to users with permissions to the eForm.
- ❖ These users would have to be assigned permissions to the eForm under the eForm permissions tab by the operations team.
- ❖ EForms can be used to collect data in a protocol within the ProFoRMS module. The availability of an eForm in the protocol is dependent upon the eForm standardization status.

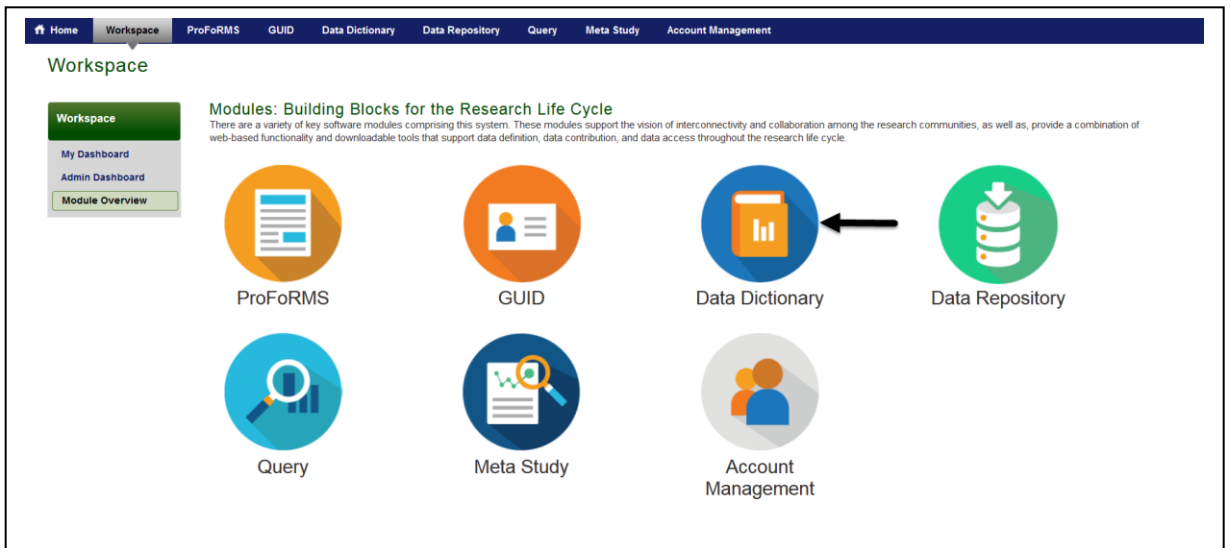
Search eForms

To Search eForms: Perform the following actions:

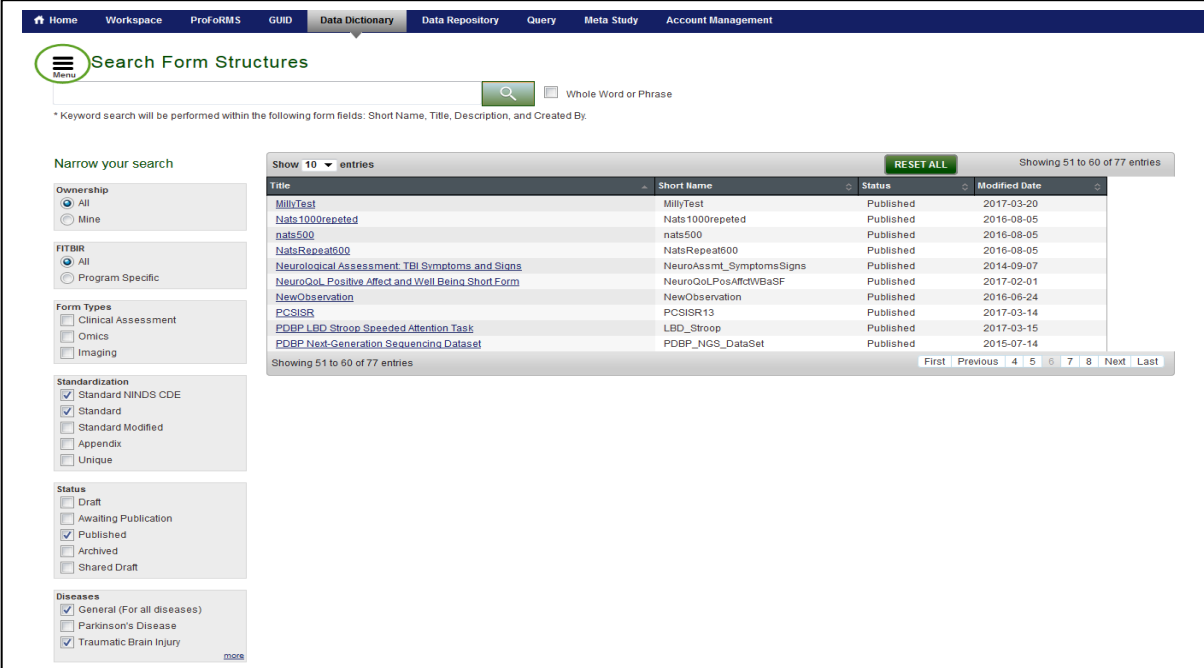
1. Login to the system.
2. Navigate to the Workspace landing page



3. Click the **Data Dictionary** module. The Search Form Structures page appears.



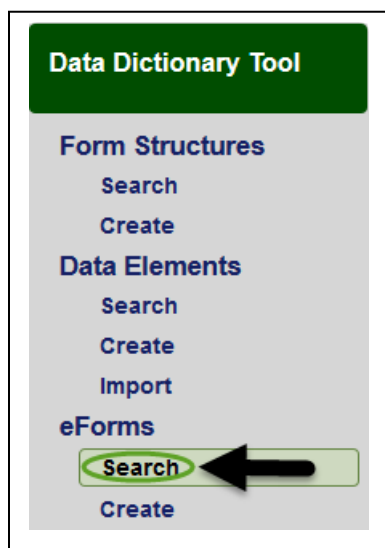
4. Click the  on the left-side tool bar. The **Data Dictionary Module** menu opens and expands



The screenshot shows the 'Search Form Structures' page. On the left, there are filters for Ownership (All, Mine), FITBR (All, Program Specific), Form Types (Clinical Assessment, Omics, Imaging), Standardization (Standard NINDS CDE, Standard, Standard Modified, Appendix, Unique), Status (Draft, Awaiting Publication, Published, Archived, Shared Draft), and Diseases (General, Parkinson's Disease, Traumatic Brain Injury). The main area displays a table of search results with columns: Title, Short Name, Status, and Modified Date. The table shows 77 entries, with the first 10 displayed. A 'RESET ALL' button is at the top right of the table. A search bar at the top left contains the text 'Search Form Structures' and a magnifying glass icon. Below the search bar, a note states: '* Keyword search will be performed within the following form fields: Short Name, Title, Description, and Created By.'

Title	Short Name	Status	Modified Date
MillyTest	MillyTest	Published	2017-03-20
Nats1000repeted	Nats1000repeted	Published	2016-08-05
nats500	nats500	Published	2016-08-05
NatsRepeat600	NatsRepeat600	Published	2016-08-05
Neurological Assessment TBI Symptoms and Signs	NeuroAssmt_SymptomsSigns	Published	2014-09-07
NeuroQoL_Positive Affect and Well Being Short Form	NeuroQoL_PosAffectWBaSF	Published	2017-02-01
NewObservation	NewObservation	Published	2016-06-24
PCISIR	PCISIR13	Published	2017-03-14
PCBP LBD Stroop Speeded Attention Task	LBD_Stroop	Published	2017-03-15
PCBP Next-Generation Sequencing Dataset	PDBP_NGS_DataSet	Published	2015-07-14

5. Select the **Search eForms** from the left-hand menu drop-down. The Search eForms page appears.



6. Using the search text-box, enter the search keyword to search. **Note:** Instead of starting from scratch you may find eForms available in the list of eForm entries.



Home Workspace ProFoRMS GUID Data Dictionary Data Repository Query Meta Study Account Management

Menu

Search eForms

Search:

eForm Title	Short Name	eForm Status	Modified Date	Form Structure Title
BRICS NINR Demographics	NINRBRICSDemographics	Published	2017-02-23	BRICS NINR Demographics
BRICS NINR Diagnosis	NINRBRICSDiagnosis	Draft	2017-02-28	BRICS NINR Diagnosis
BRICS NINR PROMIS Anxiety 6a	NINRBRICSSymAnxiety	Draft	2017-03-06	BRICS NINR PROMIS Anxiety 6a
BRICS NINR PROMIS Depression Short Form 6a	NINRBRICSSymAfDdepression	Published	2017-03-06	BRICS NINR PROMIS Depression Short Form 6a
BRICS NINR PROMIS Fatigue Short Form 6a	NINRBRICSSymFatigue	Published	2017-03-06	BRICS NINR PROMIS Fatigue Short Form 6a
BRICS NINR PROMIS Global Health Short Form	NINRBRICSSMGlobalHealth	Draft	2017-03-06	BRICS NINR PROMIS Global Health Short Form
BRICS NINR PROMIS Parent Proxy Fatigue 10a	NINRBRICSSymPmtFatigue	Draft	2017-03-07	BRICS NINR PROMIS Parent Proxy Fatigue 10a
BRICS NINR PROMIS Parent Proxy Global Health 7a	NINRBRICSSymPmtGblHlth	Draft	2017-03-07	BRICS NINR PROMIS Parent Proxy Global Health 7a
BRICS NINR PROMIS Pediatric Fatigue 10a	NINRBRICSSymPedFatigue	Published	2017-03-07	BRICS NINR PROMIS Pediatric Fatigue 10a
BRICS NINR PROMIS Pediatric Global Health 7a	NINRBRICSSymPedGblHlth7a	Draft	2017-03-07	BRICS NINR PROMIS Pediatric Global Health 7a
BRICS NINR PROMIS SF v1.0 - Applied Cog General Concerns 6a	NINRBRICSSymCognitive	Published	2017-03-06	BRICS NINR PROMIS SF v1.0 - Applied Cog General Concerns 6a
BRICS NINR PROMIS SF v1.0 - Pain Intensity 3a	NINRBRICSSymPain	Draft	2017-02-23	BRICS NINR PROMIS SF v1.0 - Pain Intensity 3a
BRICS NINR PROMIS SF v1.0 - Sleep Disturbance 6a	NINRBRICSSymSleepDist1	Published	2017-03-14	BRICS NINR PROMIS SF v1.0 - Sleep Disturbance 6a
BRICS NINR PROMIS SF v1.0 - Sleep Disturbance 6a	NINRBRICSSymSleepDist	Published	2017-02-23	BRICS NINR PROMIS SF v1.0 - Sleep Disturbance 6a
BRICS NINR Self-Efficacy for Managing Chronic Disease 6-Item Scale	NINRBRICSEMCD6IS	Published	2017-03-06	BRICS NINR Self-Efficacy for Managing Chronic Disease 6-Item Scale

Showing 46 to 60 of 498 entries

First Previous 2 3 4 5 6 Next Last

7. Click on the desired eForm entry to open the eForm.

Home Workspace ProFoRMS GUID Data Dictionary Data Repository Query Meta Study Account Management

Menu

Search eForms

Search:

eForm Title	Short Name	eForm Status	Modified Date	Form Structure Title
BRICS NINR Demographics	NINRBRICSDemographics	Published	2017-02-23	BRICS NINR Demographics
BRICS NINR Diagnosis	NINRBRICSDiagnosis	Draft	2017-02-28	BRICS NINR Diagnosis
BRICS NINR PROMIS Anxiety 6a	NINRBRICSSymAnxiety	Draft	2017-03-06	BRICS NINR PROMIS Anxiety 6a
BRICS NINR PROMIS Depression Short Form 6a	NINRBRICSSymAfDdepression	Published	2017-03-06	BRICS NINR PROMIS Depression Short Form 6a
BRICS NINR PROMIS Fatigue Short Form 6a	NINRBRICSSymFatigue	Published	2017-03-06	BRICS NINR PROMIS Fatigue Short Form 6a
BRICS NINR PROMIS Global Health Short Form	NINRBRICSSMGlobalHealth	Draft	2017-03-06	BRICS NINR PROMIS Global Health Short Form
BRICS NINR PROMIS Parent Proxy Fatigue 10a	NINRBRICSSymPmtFatigue	Draft	2017-03-07	BRICS NINR PROMIS Parent Proxy Fatigue 10a
BRICS NINR PROMIS Parent Proxy Global Health 7a	NINRBRICSSymPmtGblHlth	Draft	2017-03-07	BRICS NINR PROMIS Parent Proxy Global Health 7a
BRICS NINR PROMIS Pediatric Fatigue 10a	NINRBRICSSymPedFatigue	Published	2017-03-07	BRICS NINR PROMIS Pediatric Fatigue 10a
BRICS NINR PROMIS Pediatric Global Health 7a	NINRBRICSSymPedGblHlth7a	Draft	2017-03-07	BRICS NINR PROMIS Pediatric Global Health 7a
BRICS NINR PROMIS SF v1.0 - Applied Cog General Concerns 6a	NINRBRICSSymCognitive	Published	2017-03-06	BRICS NINR PROMIS SF v1.0 - Applied Cog General Concerns 6a
BRICS NINR PROMIS SF v1.0 - Pain Intensity 3a	NINRBRICSSymPain	Draft	2017-02-23	BRICS NINR PROMIS SF v1.0 - Pain Intensity 3a
BRICS NINR PROMIS SF v1.0 - Sleep Disturbance 6a	NINRBRICSSymSleepDist1	Published	2017-03-14	BRICS NINR PROMIS SF v1.0 - Sleep Disturbance 6a
BRICS NINR PROMIS SF v1.0 - Sleep Disturbance 6a	NINRBRICSSymSleepDist	Published	2017-02-23	BRICS NINR PROMIS SF v1.0 - Sleep Disturbance 6a
BRICS NINR Self-Efficacy for Managing Chronic Disease 6-Item Scale	NINRBRICSEMCD6IS	Published	2017-03-06	BRICS NINR Self-Efficacy for Managing Chronic Disease 6-Item Scale

Showing 46 to 60 of 498 entries

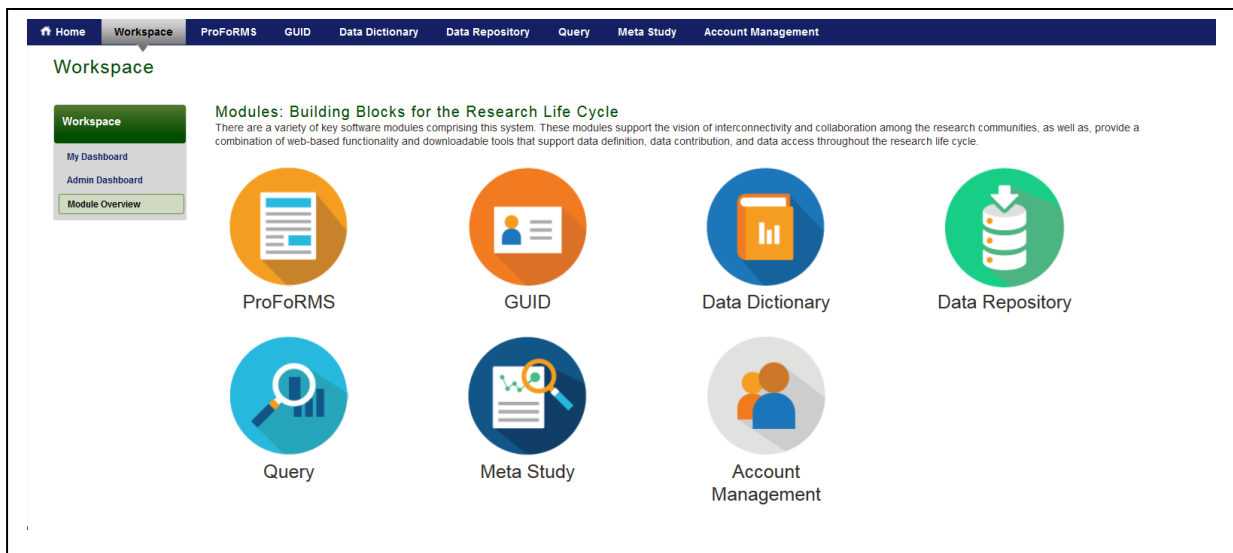
First Previous 2 3 4 5 6 Next Last

4.1.1 Create eForms

To Create eForms: Perform the following actions:

1. Login to the system.
2. Navigate to the Workspace landing page


Please note: For creating eForms for PROMIS measures, please reach out to your Operations team for guidance.

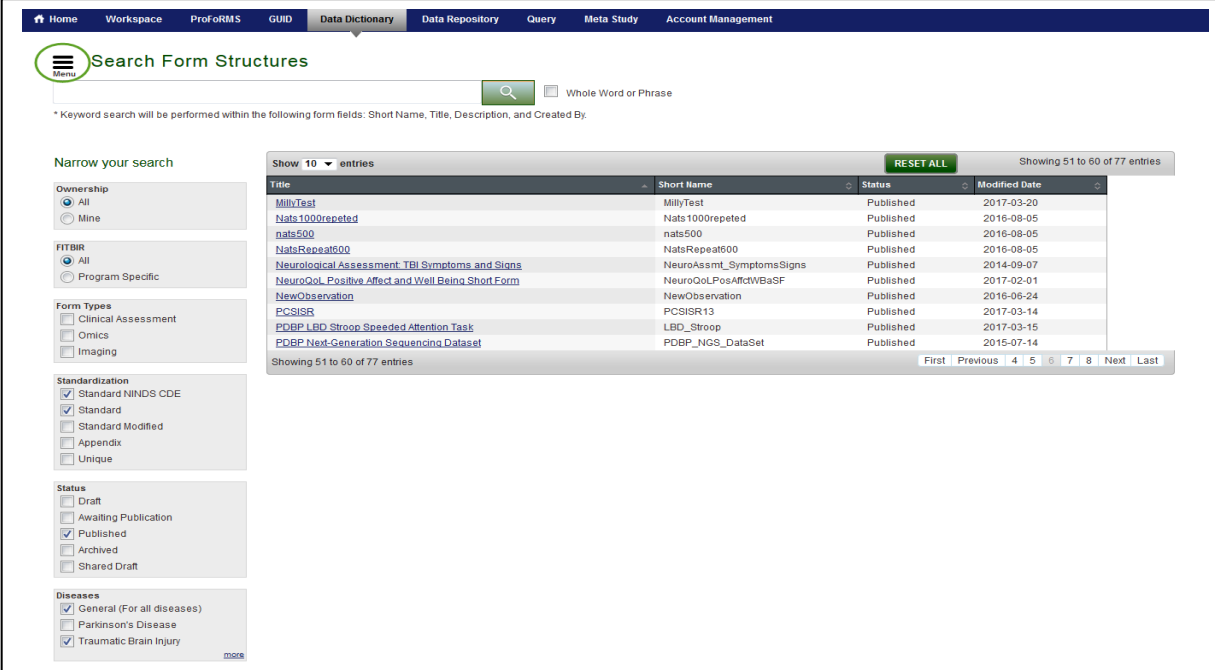


3. Click the **Data Dictionary** module. The Search Form Structures page appears.





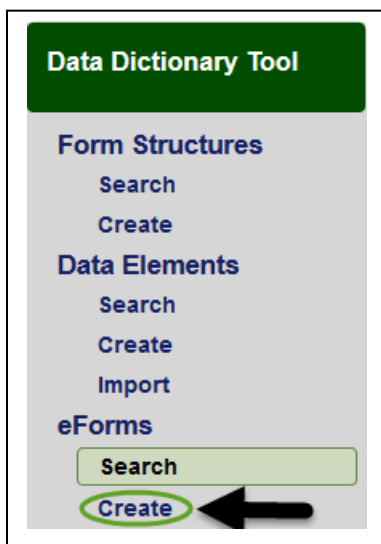
4. Click the  on the left-side tool bar. The **Data Dictionary Module** menu opens and expands.



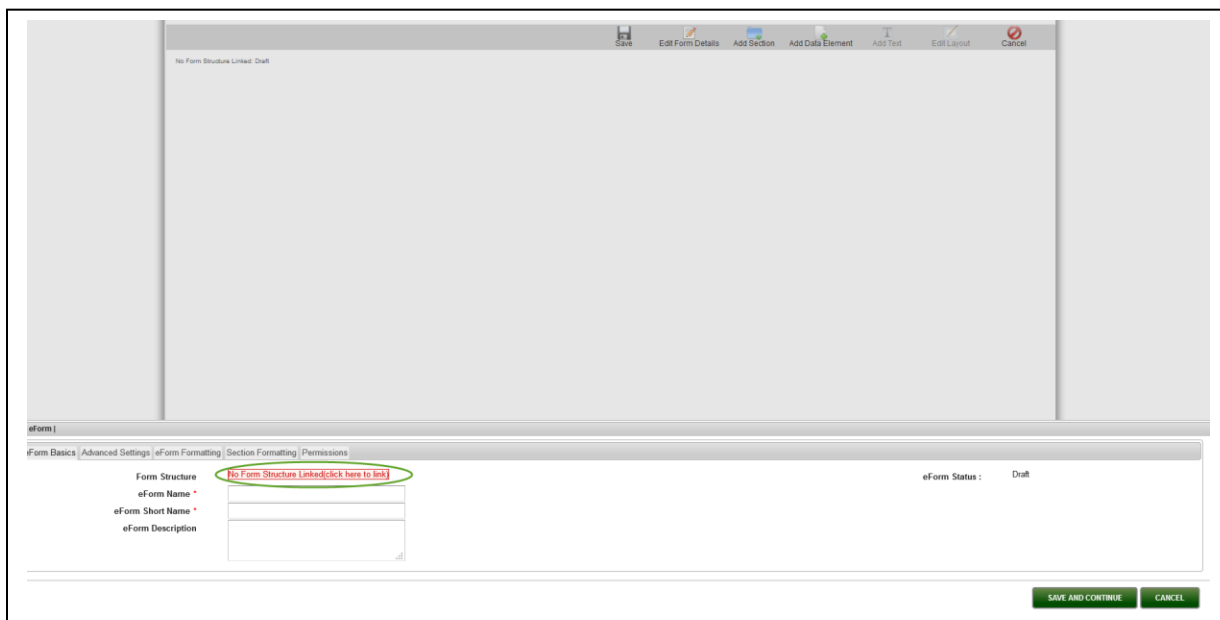
The screenshot shows the 'Search Form Structures' interface. On the left, there are filters for Ownership (All, Mine), FITBIR (All, Program Specific), Form Types (Clinical Assessment, Omics, Imaging), Standardization (Standard NINDS CDE, Standard, Standard Modified, Appendix, Unique), Status (Draft, Awaiting Publication, Published, Archived, Shared Draft), and Diseases (General, Parkinson's Disease, Traumatic Brain Injury). The main area displays a table of form structures with columns: Title, Short Name, Status, and Modified Date. The table shows 77 entries, with the first 10 displayed. A 'RESET ALL' button is present. The bottom of the table shows pagination: 'Showing 51 to 60 of 77 entries' and 'First Previous 4 5 6 7 8 Next Last'.

Title	Short Name	Status	Modified Date
MiniTest	MiniTest	Published	2017-03-20
Nats1000repeated	Nats1000repeated	Published	2016-08-05
Nats500	Nats500	Published	2016-08-05
NatsRepeat600	NatsRepeat600	Published	2016-08-05
Neurological Assessment: TBL Symptoms and Signs	NeuroAssmt_SymptomsSigns	Published	2014-09-07
NeuroQoL Positive Affect and Well Being Short Form	NeuroQoL_PosAffectWBaSF	Published	2017-02-01
NewObservation	NewObservation	Published	2016-06-24
PCSISR	PCSISR13	Published	2017-03-14
PDBP LBD Stroop Speeded Attention Task	LBD_Stroop	Published	2017-03-15
PDBP Next-Generation Sequencing Dataset	PDBP_NGS_DataSet	Published	2015-07-14

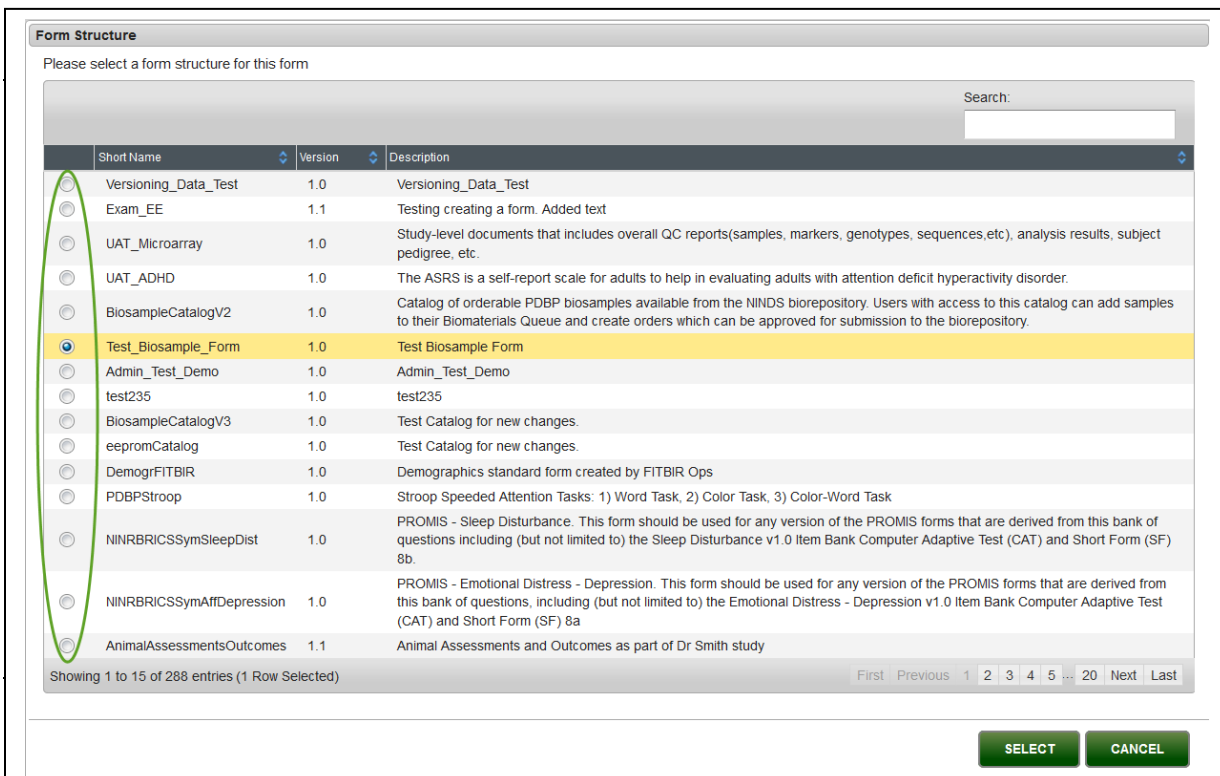
5. Select Create under eForms from the left-hand drop-down menu.



6. Click on the **No Form Structure Linked** (Click here to link).



7. Select a **Form Structure** for this form by selecting the check-box beside the Short Name.



Short Name	Version	Description
<input type="radio"/> Versioning_Data_Test	1.0	Versioning_Data_Test
<input type="radio"/> Exam_EE	1.1	Testing creating a form. Added text
<input type="radio"/> UAT_Microarray	1.0	Study-level documents that includes overall QC reports(samples, markers, genotypes, sequences,etc), analysis results, subject pedigree, etc.
<input type="radio"/> UAT_ADHD	1.0	The ASRS is a self-report scale for adults to help in evaluating adults with attention deficit hyperactivity disorder.
<input type="radio"/> BiosampleCatalogV2	1.0	Catalog of orderable PDBP biosamples available from the NINDS biorepository. Users with access to this catalog can add samples to their Biomaterials Queue and create orders which can be approved for submission to the biorepository.
<input checked="" type="radio"/> Test_Biosample_Form	1.0	Test Biosample Form
<input type="radio"/> Admin_Test_Demo	1.0	Admin_Test_Demo
<input type="radio"/> test235	1.0	test235
<input type="radio"/> BiosampleCatalogV3	1.0	Test Catalog for new changes.
<input type="radio"/> eepromCatalog	1.0	Test Catalog for new changes.
<input type="radio"/> DemogrFITBIR	1.0	Demographics standard form created by FITBIR Ops
<input type="radio"/> PDBPStroop	1.0	Stroop Speeded Attention Tasks: 1) Word Task, 2) Color Task, 3) Color-Word Task
<input type="radio"/> NINRBRISSymSleepDist	1.0	PROMIS - Sleep Disturbance. This form should be used for any version of the PROMIS forms that are derived from this bank of questions including (but not limited to) the Sleep Disturbance v1.0 Item Bank Computer Adaptive Test (CAT) and Short Form (SF) 8b.
<input type="radio"/> NINRBRISSymAffDepression	1.0	PROMIS - Emotional Distress - Depression. This form should be used for any version of the PROMIS forms that are derived from this bank of questions, including (but not limited to) the Emotional Distress - Depression v1.0 Item Bank Computer Adaptive Test (CAT) and Short Form (SF) 8a
<input type="radio"/> AnimalAssessmentsOutcomes	1.1	Animal Assessments and Outcomes as part of Dr Smith study



Form Structure


Please select a form structure for this form

Search:

	Short Name	Version	Description
<input type="radio"/>	Versioning_Data_Test	1.0	Versioning_Data_Test
<input type="radio"/>	Exam_EE	1.1	Testing creating a form. Added text
<input type="radio"/>	UAT_Microarray	1.0	Study-level documents that includes overall QC reports(samples, markers, genotypes, sequences,etc), analysis results, subject pedigree, etc.
<input type="radio"/>	UAT_ADHD	1.0	The ASRS is a self-report scale for adults to help in evaluating adults with attention deficit hyperactivity disorder.
<input type="radio"/>	BiosampleCatalogV2	1.0	Catalog of orderable PDBP biosamples available from the NINDS biorepository. Users with access to this catalog can add samples to their Biomaterials Queue and create orders which can be approved for submission to the biorepository.
<input checked="" type="radio"/>	Test_Biosample_Form	1.0	Test Biosample Form
<input type="radio"/>	Admin_Test_Demo	1.0	Admin_Test_Demo
<input type="radio"/>	test235	1.0	test235
<input type="radio"/>	BiosampleCatalogV3	1.0	Test Catalog for new changes.
<input type="radio"/>	EEPROMCatalog	1.0	Test Catalog for new changes.
<input type="radio"/>	DemogrFITBIR	1.0	Demographics standard form created by FITBIR Ops
<input type="radio"/>	PDBPStroop	1.0	Stroop Speeded Attention Tasks: 1) Word Task, 2) Color Task, 3) Color-Word Task
<input type="radio"/>	NINRBRICSSymSleepDist	1.0	PROMIS - Sleep Disturbance. This form should be used for any version of the PROMIS forms that are derived from this bank of questions including (but not limited to) the Sleep Disturbance v1.0 Item Bank Computer Adaptive Test (CAT) and Short Form (SF) 8b.
<input type="radio"/>	NINRBRICSSymAffDepression	1.0	PROMIS - Emotional Distress - Depression. This form should be used for any version of the PROMIS forms that are derived from this bank of questions, including (but not limited to) the Emotional Distress - Depression v1.0 Item Bank Computer Adaptive Test (CAT) and Short Form (SF) 8a
<input type="radio"/>	AnimalAssessmentsOutcomes	1.1	Animal Assessments and Outcomes as part of Dr Smith study

Showing 1 to 15 of 288 entries (1 Row Selected)

First Previous 1 2 3 4 5 ... 20 Next Last

 **SELECT** **CANCEL**

9. Select the **Advanced Settings** tab.

Test Biosample Form

Test_Biosample_Form Draft

Save Edit Form Details Add Section Add Data Element Add Text Edit Layout Cancel

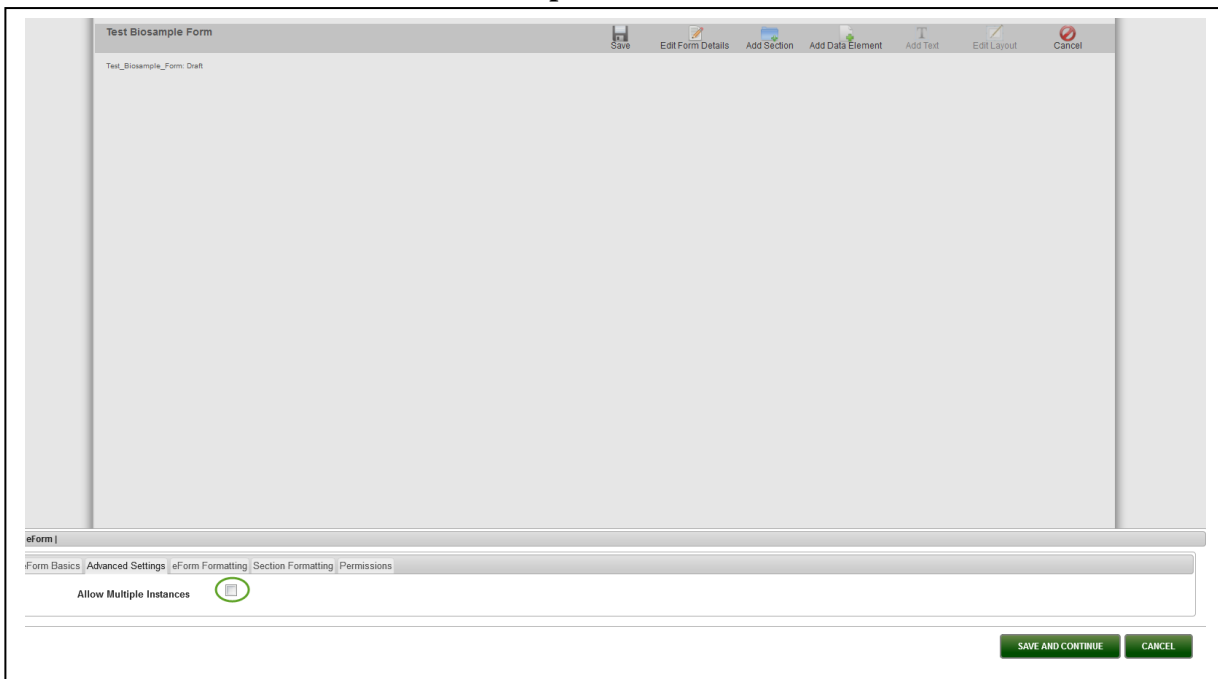
Form Basics **Advanced Settings** eForm Formatting Section Formatting/Permissions

Form Structure Test_Biosample_Form eForm Name Test_Biosample_Form eForm Short Name Test_Biosample_Form eForm Description Test_Biosample_Form

eForm Status : Draft

SAVE AND CONTINUE CANCEL

10. Select the check-box to allow **Multiple Instances**.



The screenshot shows the 'Test Biosample Form' configuration window. The 'eForm Formatting' tab is selected. The 'Allow Multiple Instances' checkbox is highlighted with a red circle.

Form Basics | Advanced Settings | eForm Formatting | Section Formatting | Permissions

Allow Multiple Instances ☒

SAVE AND CONTINUE CANCEL

11. Select the **eFormatting** tab.



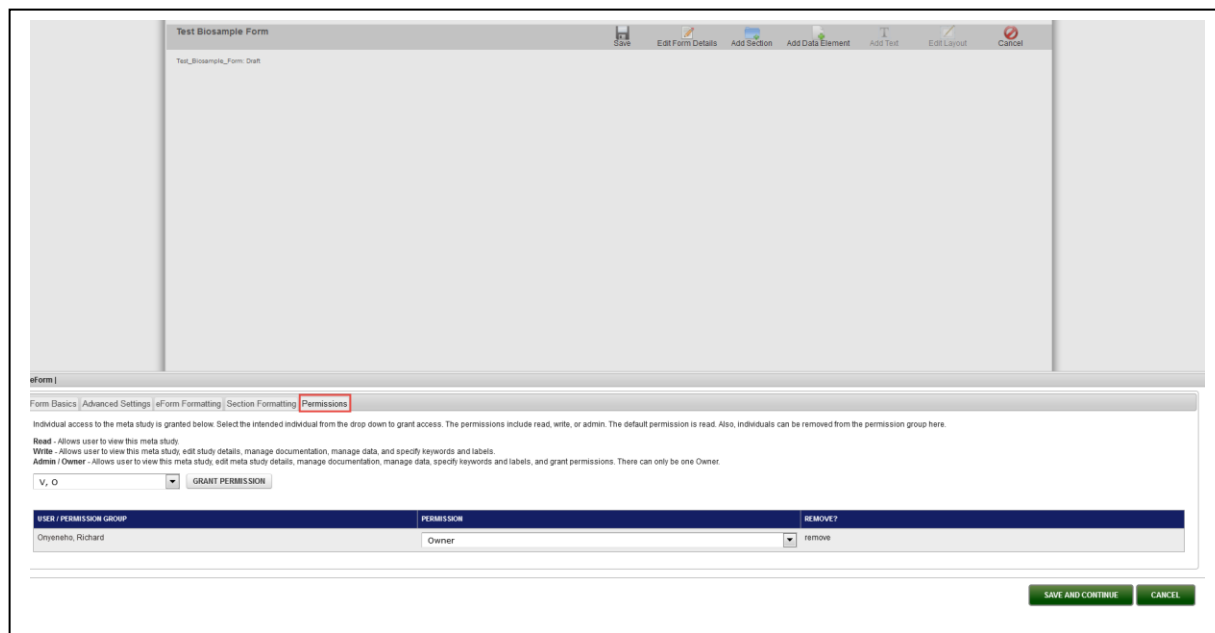
The screenshot shows the 'Test Biosample Form' configuration window. The 'Section Formatting' tab is selected. The 'Borders Around Each Section' checkbox is highlighted with a red circle.

Form Basics | Advanced Settings | eForm Formatting | Section Formatting | Permissions

Borders Around Each Section ☒ Section Name Font Arial Section Name Color Black

SAVE AND CONTINUE CANCEL

12. Select the **Permissions** tab.



The screenshot shows the 'Test Biosample Form' configuration window. The 'Permissions' tab is selected. The 'Permissions' tab label is highlighted with a red box. Below the tab, there is a table with columns: USER / PERMISSION GROUP, PERMISSION, and REMOVE?.

Form Basics | Advanced Settings | eForm Formatting | Section Formatting | Permissions

Individual access to the meta study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here.

Read - Allows user to view this meta study
Write - Allows user to view this meta study, edit study details, manage documentation, manage data, and specify keywords and labels.
Admin / Owner - Allows user to view this meta study, edit meta study details, manage documentation, manage data, specify keywords and labels, and grant permissions. There can only be one Owner.

V, O GRANT PERMISSION

USER / PERMISSION GROUP	PERMISSION	REMOVE?
Oryenath, Richard	Owner	<input type="button" value="REMOVE"/>

SAVE AND CONTINUE CANCEL



Test Biosample Form

Test_Biosample_Form Draft

Save Edit Form Details Add Section Add Data Element Add Text Edit Layout Cancel

eForm |

Form Basics | Advanced Settings | eForm Formatting | Section Formatting | Permissions

Individual access to the meta study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here.

Read - Allows user to view this meta study.
Write - Allows user to view this meta study, edit study details, manage documentation, manage data, and specify keywords and labels.
Admin / Owner - Allows user to view this meta study, edit meta study details, manage documentation, manage data, specify keywords and labels, and grant permissions. There can only be one Owner.

V, O

USER / PERMISSION GROUP	PERMISSION	REMOVE?
Oryenetho, Richard	Owner	<input type="button" value="remove"/>

ICON KEY

Notes

Important
Information

Things to Note:

- Read** - Allows user to view this eForm.
- Write** - Allows user to view this eForm, edit eForm details, manage documentation, manage data, and specify keywords and labels.
- Admin / Owner** - Allows user to view this eForm, edit eForm details, manage documentation, manage data, specify keywords and labels, and grant permissions. There can only be one Owner.

14. Click the **Grant Permissions** button.

Test Biosample Form

Test_Biosample_Form Draft

Save Edit Form Details Add Section Add Data Element Add Text Edit Layout Cancel

eForm |

Form Basics | Advanced Settings | eForm Formatting | Section Formatting | Permissions

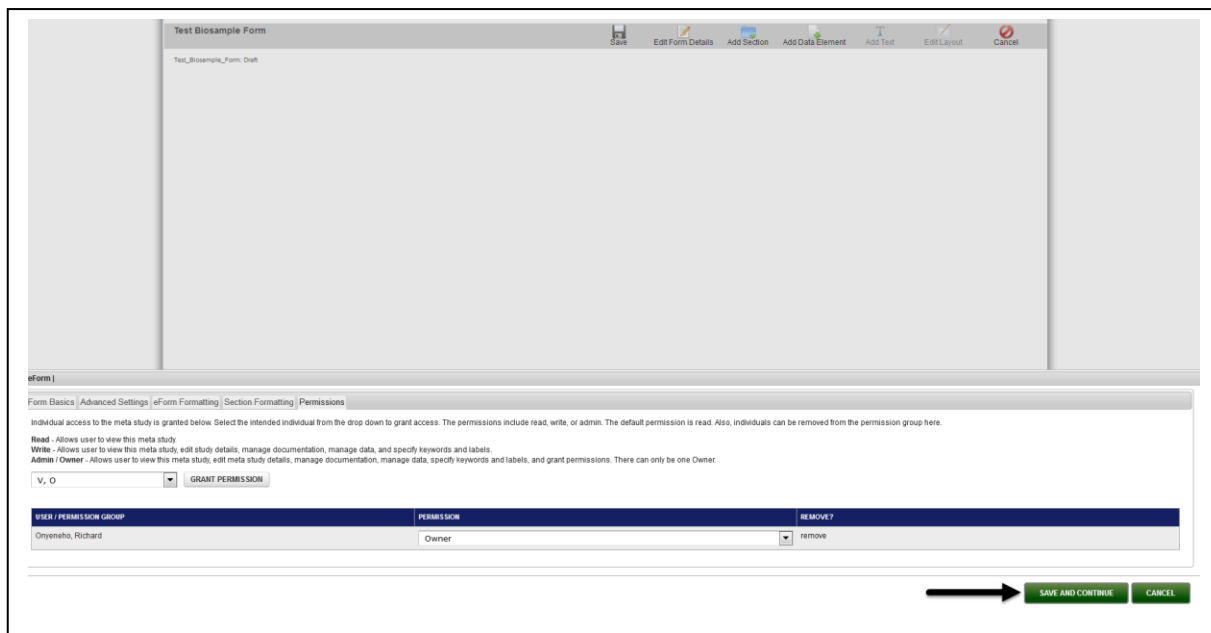
Individual access to the meta study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here.

Read - Allows user to view this meta study.
Write - Allows user to view this meta study, edit study details, manage documentation, manage data, and specify keywords and labels.
Admin / Owner - Allows user to view this meta study, edit meta study details, manage documentation, manage data, specify keywords and labels, and grant permissions. There can only be one Owner.

V, O

USER / PERMISSION GROUP	PERMISSION	REMOVE?
Oryenetho, Richard	Owner	<input type="button" value="remove"/>

15. Click the **Save and Continue** button to create your form and retrieve the Form Structure details.



Test Biosample Form

Test_Biosample_Form: Draft

Form Basics | Advanced Settings | eForm Formatting | Section Formatting | Permissions

Individual access to the meta study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here.

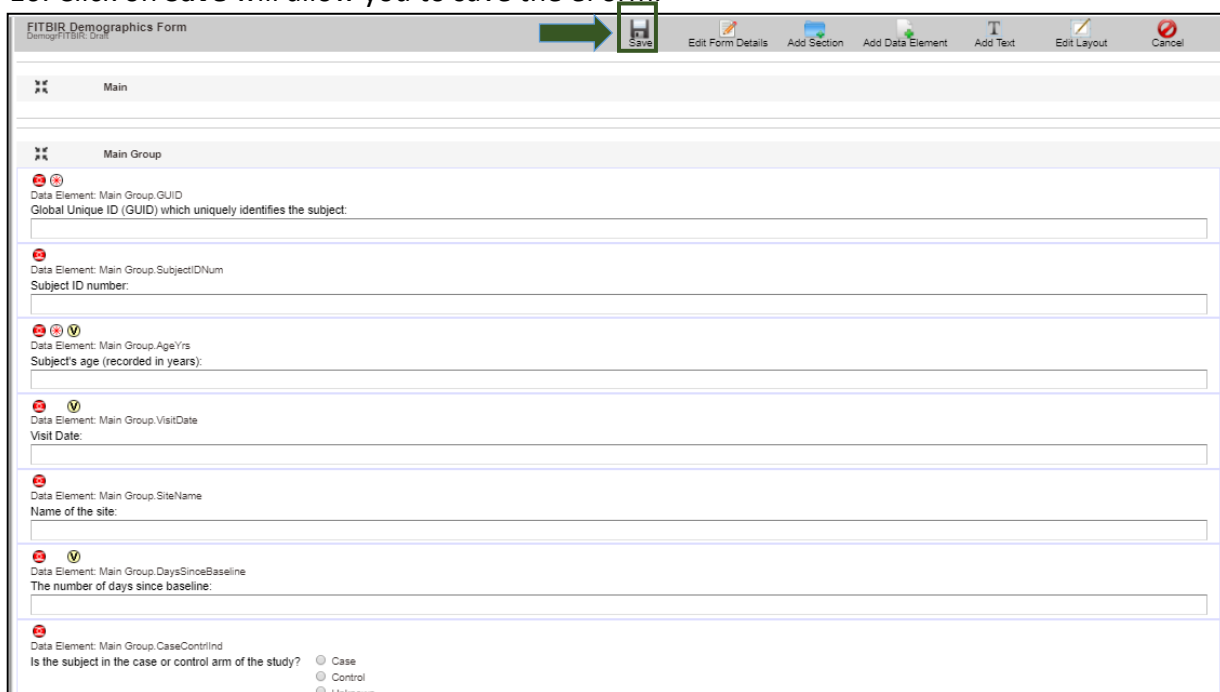
Read - Allows user to view this meta study.
Write - Allows user to view this meta study, edit study details, manage documentation, manage data, and specify keywords and labels.
Admin / Owner - Allows user to view this meta study, edit meta study details, manage documentation, manage data, specify keywords and labels, and grant permissions. There can only be one Owner.

V, O

USER / PERMISSION GROUP	PERMISSION	REMOVE?
Oryenasho, Richard	Owner	<input type="button" value="remove"/>

SAVE AND CONTINUE **CANCEL**

16. Click on **Save** will allow you to save the eForm.



FITBIR Demographics Form

Main

Main Group

Data Element: Main Group.GUID
Global Unique ID (GUID) which uniquely identifies the subject:

Data Element: Main Group.SubjectIDNum
Subject ID number:

Data Element: Main Group.AgeYrs
Subject's age (recorded in years):

Data Element: Main Group.VisitDate
Visit Date:

Data Element: Main Group.SiteName
Name of the site:

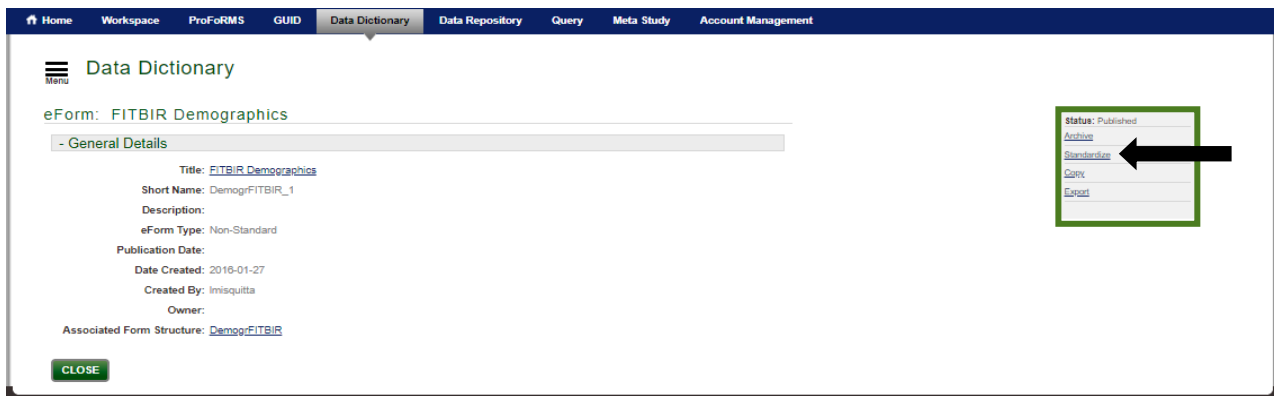
Data Element: Main Group.DaysSinceBaseline
The number of days since baseline:

Data Element: Main Group.CaseContrInd
Is the subject in the case or control arm of the study? ☐ Case ☐ Control ☐ Unknown

Save **Edit Form Details** **Add Section** **Add Data Element** **Add Text** **Edit Layout** **Cancel**

17. Upon saving the eForm, the status is now “Draft”. Please reach out to your operations team to move the eForm status to “Published”.

18. The eForm standardization is defaulted to “Non-Standard”. Under **Status**, click on the “Standardize” to update the eForm standardization.



Home Workspace ProFORMS GUID **Data Dictionary** Data Repository Query Meta Study Account Management

Data Dictionary

eForm: FITBIR Demographics

- General Details

Title: FITBIR Demographics

Short Name: DemogrFITBIR_1

Description:

eForm Type: Non-Standard

Publication Date:

Date Created: 2016-01-27

Created By: Imisquitta

Owner:

Associated Form Structure: DemogrFITBIR

CLOSE

Status: Published

Archive

Standardize

Copy

Export



BRICS

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